



Document Title:	Loading and Unloading Transport Trailers		
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Document Owner:	Environment, Health, and Safety	Approved By:	Frankie Fuchs, GM EHS
Equipment Name:	Trailers	Risk Level:	Moderate
Life Saving Rules:	 	Issue Date:	28-March-2023
SMCS Codes:	0355, 0659		
Keywords/Metatags:	Loading, Unloading, Trailers, Dock Lock, sign, keys, park brake, detach, tractor, king pin, transport, truck, dock, leveler.		

1.0 PURPOSE

To safely and efficiently load and unload transport trailers, delivery vans / vehicles.

2.0 ENVIRONMENT, HEALTH & SAFETY REQUIREMENTS

- Assess work area for potholes, soft ground/deteriorated pavement, or cement.
- Assess work areas for slipping, tripping, or overhead hazards.
- Assess work area for equipment/materials causing congestion, workers or work in loading area, and areas of reduced visibility.
- Assess ramps, dock levelers, dock locks, and trailers prior to walking onto, or operating equipment for trip/slip hazards, or the ability for the trailer to move.
- Complete and document all required inspections and checklists.
- All tasks are to be performed or directly supervised by a designated employee deemed qualified for the task.
- All users have reviewed this procedure.
- Current / Valid forklift operation certification.
- All tools, PPE, and equipment have been gathered, inspected, and calibrated.
- The work area has been prepared, including appropriate lighting and traffic control.
- Other personnel in or affected by the work area have been notified.
- Clear and constant communication has been established and will be maintained.
- An EJHA/JHA has been completed and signed off the respective leader.
- Any deviations from the prerequisites and this procedure have been approved.
- Radio communication must be hands-free. If hands-on radio communication is required, the forklift must be stopped and with the parking brake set when in use.

2.1 Equipment & PPE

- Wheel chocks
- Chains and other securing devices (where required)
- Key Isolation Lock Box (where required)

- Glad Hand Box (where required)
- In-cab Air Brake Lock (where required)
- King pin lock
- Dock leveler/ramps
- Dock Lock System (where required)
- Forklift (appropriate for trailer/loading bay dimensions)
- Standard tools and mandatory PPE

3.0 REFERENCES

- Energy Isolation Policy and Procedures
- Global Standard – Facility Door Global-EHS-02
- Global Standard – Safe Loading and Unloading using a Forklift Global-EHS-13
- Lift Truck Practice
- Manual Material Handling Practice
- Spotter Safety Practice
- Loading-Unloading Powered Mobile Equipment Practice
- FPE Driver Risk Assessment and Acknowledgement Form
- Institute for road safety research (Picture in appendix)
- Global industrial (Picture in appendix)
- Finning (Canada) EHS Management System
- Occupational Health & Safety Regulation

4.0 DEFINITIONS, ACRONYMS, ABBREVIATIONS

Acronym/Term	Definition
Air Brake Lock	Lock that fits over air brake control knobs to secure the vehicle
BOL	Bill of Lading
Dock Leveler	Also termed as loading bay ramp, is a device in loading bays, whereby once engaged, employees can engage trailers with forklifts
Dock Lock System	A device in which, once engaged, will secure trailers with the loading bay to eliminate movement during the loading and unloading process
Flat Deck Trailer	Vehicle used for transporting items without an enclosed compartment
FLRA	Customer version of Finning's JHA

Acronym/Term	Definition
Glad Hand Lock	The glad hand lock is applied to the emergency brake (red) connection of the trailer to deadline a trailer. This lock must be removed before the air line from the trailer can be connected and thereby release the emergency brakes on the trailer.
MSA	Material Supply Assistant – Typical role responsible for loading and unloading in warehouse bays. Depending on location, this role may be fulfilled by another position, provided training requirements and any other site-specific training items are met
OHD	Overhead Door
PPE	Personal Protective Equipment
Trailer/Van Truck (Loading Van)	Vehicles equipped with an enclosed loading compartment

5.0 GENERAL INFORMATION

Mandatory: At a minimum for all loading/unloading activities, the following energy isolations are required to be identified on the JHA:

- Confirmation with Truck Driver that all brakes are applied.
- Confirmation that wheel chocks are in place.
- Driver and keys are removed from truck or glad hand lock, or in-cab air brake lockout device installed.
- Confirmation that dock lock is engaged when available.

Mandatory: Verbal communication between employee(s) entering trailers and the Truck Driver is required to ensure the Truck Driver understands this procedure, and that all energy isolation devices are in place. Person responsible to load/unload must visually verify that the Truck Driver’s energy isolation measures are in place.

While the term trailer is used throughout this document, any other vehicle such as loading vans (van trucks) that are loaded/unloaded using loading bays, are included in this procedure.

For Loading/Offloading tasks, the role MSA (Material Supply Assistant) can be performed under another role, provided all training requirements and site-specific training are met.

Ensure drivers have received branch-specific orientation when performing loading/unloading activities.

WARNING:

Do not exceed the recommended load limit of your forklift. Only loads within the rated capacity of a lift truck shall be handled. If you are not sure of the load limits / capacity, STOP and contact your supervisor. (Refer to the data plate located on the lift truck -reference appendix).

If replacing / adding attachments remember it affects capacity and stability by adding additional weight and extends load center. This must be taken into consideration when figuring out the capacity. A new capacity plate and written approval from the manufacture is required if replaced / added attachments.

NOTICE:

All truckers, operators, delivery persons, drivers must report to the front administration office or gate house before entering yard (loading/unloading area) to declare their intent of purpose and guidance.

Exception to above notice reference section 4 of this practice.

6.0 KNOWN HAZARDS

HAZARD		CONTROL
<p>A hazard is any source of potential damage, harm or adverse health effects on something or someone.</p> <p>The hazards noted below do not in any way encapsulate all that may exist in your working environment. Ensure you take the proper steps in identifying hazards that may not be listed below and combine with the below mentioned.</p>		<p>A control is a type of intervention used to manage, direct, or mitigate a workplace hazard.</p> <p>The controls noted below do not in any way encapsulate all that may exist in your working environment. Ensure you take the proper steps in identifying hazards that may not be listed below and combine with the below mentioned.</p>
1	Assess work area	<p>Check for potholes, soft ground, deteriorated asphalt, or cement.</p> <p><i>“Assess the work area to ensure all hazards have been identified and are effectively controlled</i></p>
2	Assess work area	<p>Assess work area for equipment/materials causing congestion, workers or work in loading area, and areas of reduced visibility.</p> <p><i>“Assess the work area to ensure all hazards have been identified and are effectively controlled</i></p>
3	Assess work area	<p>Assess work areas for slipping, tripping, or overhead hazards.</p> <p><i>“Assess the work area to ensure all hazards have been identified and are effectively controlled</i></p>

HAZARD		CONTROL
4	Energy isolation	Install wheel chocks, remove keys from ignition and place in lock box (if applicable), place signage in front of truck or trailer and have driver wait in designated area.
5	Driver PPE	Ensure driver of hauling company is properly suited with Finning required PPE

7.0 ACTIVITIES

1.	Loading/Unloading Trailer or Van Truck – With Use of Dock Lock System
2.	Loading/Unloading Trailer or Van Truck – Without Dock Lock System/ Tractor removed
3.	Loading/Unloading Flat Deck Trailer in Yard/ Tractor attached
4.	Loading/Unloading Trailers by Truck Drivers/ Tractor attached

1. Loading/Unloading Trailer or Van Truck – With Use of Dock Lock System		
Step	Responsible	Action
Note:		This procedure applies to trailers attached or detached from the transport Truck.
1.1	Driver	Truck Driver backs up to the door (after confirming a green light or has verbal authorization from the designated employee)
1.2	Driver	Truck Driver secures truck with park brake and turns off the ignition. <ul style="list-style-type: none"> During periods of cold weather or where the ignition cannot be turned off the driver must exit the vehicle.
1.3	Empl	Employee to meet truck driver at their operator station before exiting cab to fill out the driver risk assessment acknowledgement form.
1.4	Driver	Truck Driver has on full PPE before they exit the truck.
1.5	Driver	Truck Driver places wheel chocks under both sides of trailer before coming into the warehouse.
1.6	Driver/Empl	Truck Driver provides designated employee with BOL.
1.7	Driver	Truck Driver reads and acknowledges yard signage. <ul style="list-style-type: none"> If “loading and unloading hazards and controls” signage is posted, the driver shall review the information
1.8	Empl	Places a mobile sign/pylon/delineator in front of trailer on backhaul shipments to indicate loading/unloading task is being performed.
1.9	Empl	Employee confirms wheel chocks are in place before opening loading bay door

1. Loading/Unloading Trailer or Van Truck – With Use of Dock Lock System		
Step	Responsible	Action
1.10	Empl	Employee opens loading bay door and engages the OHD braces where equipped
1.11	Empl	Employee engages loading ramp (dock leveler) and dock lock where installed
Note:		Transport truck underride guard (bumper bar) is required to work with dock lock restraint system to proceed.
1.12	Empl	Employee confirms that interior dock lock light indicated green (safe to enter), while external light indicates red (do not move trailer)
1.13	Empl	Employee offloads/loads truck
1.14	Empl	Employee, once job has been completed, disengages dock leveler and closes loading bay door
1.15	Empl	Employee disengages dock lock (confirming interior light indicates red, while exterior light indicates green)
1.16	Empl	Remove signage from in front of trailer once loading/unloading is complete.
1.17	Empl	Employee provides Truck driver with paperwork (Finning BOL and/or delivery note)
1.18	Driver	Truck Driver signs paperwork
1.19	Driver	Truck driver removes wheel chocks, drives forward and when clear of the ramp closes their doors

2. Loading/Unloading Trailer or Van Truck – Without Use of Dock Lock System/Tractor removed.

Step	Responsible	Action
	Note:	This procedure applies to trailers attached or detached from the Transport Truck
2.1	Driver	Truck Driver backs up to the door (after confirming green light or verbal communication with designated employee)
	WARNING:	Transport / delivery trucks that are lower than the loading dock must be unloaded / loaded in the designated area specifically cordoned off for this purpose.
	Note:	1/4, 1/2, 3/4- and 1-ton delivery vehicles are not exempt and must install front wheel chock and with sign.
2.2	Driver	Truck Driver secures truck with park brake and turns off the ignition. <ul style="list-style-type: none"> During period of cold weather or where the ignition cannot be turned off, the driver must exit the vehicle.
2.3	Empl	Employee to meet truck driver at their operator station before exiting cab to fill out the driver risk assessment acknowledgement form.
2.4	Driver	Truck Driver has on full PPE before they exit the truck.
2.5	Driver	Truck Driver places wheel chocks under both sides before coming into the warehouse.
2.6	Driver/Empl	Truck Driver provides designated employee with BOL.
2.7	Driver	Truck Driver reads and acknowledges yard signage. If “loading and unloading hazards and controls” signage is posted, the driver shall review the information
2.8	Empl	Truck driver to return to tractor and detach from trailer.
	Note:	Truck driver to discuss return with warehouse personal and must depart Finning property with tractor.
2.9	Empl	Places a mobile sign/pylon/delineator in front of trailer on backhaul shipments to indicate loading/unloading task is being performed.
	Note:	Install a lock out tag out bag on trailer air lines (Glad hands) and King pin lock. See appendix for lock out bag and King pin lock example.
2.10	Empl	Employee confirms wheel chocks are in place before opening loading bay door
2.11	Empl	Employee opens loading bay door and secures it with the OHD braces where equipped
2.12	Empl	Employee engages dock leveler where installed
2.13	Empl	Employee offloads and loads truck

2. Loading/Unloading Trailer or Van Truck – Without Use of Dock Lock System/Tractor removed.

Step	Responsible	Action
2.14	Empl	Employee once job has been completed, disengages dock leveler, and closes loading bay door
2.15	Empl	Employee contacts truck driver.
2.16	Empl	Remove signage from in front of trailer once loading/unloading is complete. Note: Remove lock out tag out bag on air lines and King pin lock on trailer.
2.17	Empl	Employee provides Truck driver with paperwork (Finning BOL and/or delivery note)
2.18	Driver	Truck Driver signs paperwork
2.19	Driver	Truck driver removes wheel chocks, drives forward and when clear of the ramp closes their doors

3. Loading/Unloading Flat Deck Trailer In Yard

Step	Responsible	Action
3.1	Driver	Truck Driver pulls into the yard and is directed to and stops at the designated loading and unloading zone.
3.2	Empl	Place a mobile sign/pylon/delineator in front of cab (operator station) to indicate loading/unloading task is being performed. Note: Install a glad hand and air brake lock (if applicable). Caution: Ensure no one enters this space or any other line of fire areas.
3.3	Empl	A wheel chock with attached signage must be installed to the driver's side front tire. This applies to all class types that are being loaded or off loaded. (See appendix for example). Note: 1/4, 1/2, 3/4- and 1-ton delivery vehicles with trailers / without are not exempt and must install sign / pylon delineator in front of operator station.
3.4	Empl	Employee to meet truck driver at their operator station before exiting cab to fill out the driver risk assessment acknowledgement form.
3.5	Driver	Truck Driver reads and acknowledges yard signage. <ul style="list-style-type: none"> If "loading and unloading hazards and controls" signage is posted, the driver shall review the information

3. Loading/Unloading Flat Deck Trailer In Yard		
Step	Responsible	Action
3.6	Driver/Empl	Truck Driver secures truck with park brake and stands in the designated driver waiting area. Forklift Operator to confirm with driver that the parking brake is applied. Note: In extreme cold conditions engine can remain running, parking brake applied but the driver must be out of the cab of the truck and in the designated driver waiting area
3.7	Driver	Truck Driver has on full PPE before they exit the truck
3.8	Driver	Truck Driver provides designated employee with BOL
3.9	Driver/Empl	Truck Driver and employee have a pre job discussion regarding safety considerations and safe position for Truck Driver during the spotting of loading/unloading (when required)
3.10	Driver/Empl	Truck Driver unstraps load then stands in designated safe loading/unloading zone as communicated by employee
3.11	Empl	Employee offloads / loads truck
3.12	Driver/Empl	Truck Driver spots employee during loading/unloading process. <ul style="list-style-type: none"> Employee to always maintain visual contact with Truck Driver Truck Driver must always remain out of the line of fire Note: Finning employee to reference safe work practice- Spotter safety.
3.13	Empl	Employee provides Truck driver with paperwork (Finning BOL and/or delivery note)
3.14	Driver	Truck Driver signs paperwork, noting any applicable damage.
3.15	Driver	Truck driver straps load (for loading situations)
3.16	Driver/Empl	Truck driver removes the gladhand and air brake lock if applied. Note: Truck and trailer not to move until Finning employee gives permission when safe to do so.

4. Loading/Unloading Trailers by Truck Drivers		
Step	Responsible	Action
4.1	Manager/ Supervisor	Confirm completion of contractor orientations with Truck Driver
4.2	Manager/ Supervisor	Confirm Truck Driver's understanding of loading/unloading process at the branch. Note: Truck driver to report / record any damages or incidents to dispatch / Finning. Damages / incidents must also be recorded on the Job hazard assessment.
4.3	Manager/ Supervisor	Confirm that Truck Driver is trained, and understands the functions of all equipment and devices at the branch
4.4	Driver	Truck Driver secures truck with park brake and turns off the ignition. Note: Installing a glad hand and air brake lock is recommended if applicable.
4.5	Driver	Truck Driver places wheel chocks under both sides before coming into the warehouse
4.6	Driver	A wheel chock with attached signage must be installed to the driver's side front tire. This applies to all class types that are being loaded or off loaded. (See appendix for example).
4.7	Driver	Truck Driver completes JHA/FLRA
4.8	Driver	Truck Driver opens loading bay door and engages OHD braces where equipped
4.9	Driver	Truck Driver engages dock leveler and dock lock (where equipped)
4.10	Driver	Truck Driver offloads, loads, and secures load to truck
4.11	Driver	Truck Driver, once job has been completed, disengages dock leveler and dock lock (if equipped), removes overhead door braces, and closes loading bay door
4.12	Driver	Truck driver removes wheel chocks, drives forward and when clear of the ramp closes his doors. Note: Remove glad hand and air brake lock if installed.

6.0 CARRIER ACKNOWLEDGEMENT

The above-mentioned Finning Procedure and Rules is for your protection and for our employees protection. Failure to follow these can and will result in the discontinuation of services rendered.

I have received and read Finning's Procedure and Rules and agree to abide by them.

Company Name: _____

Title of signatory: _____ Date _____

Signature: _____

7.0 APPENDIX



Example of Lock out Tag out bag shown below.



Wheel chock with attached sign- (Sign to be adjusted / modified to operator window height if required)

Global Industrial Item # T97241967 and T97988925.



NOTE:

The above examples of a wheel chock with sign handle may have to be modified to fit under the front bumper / fender and extend to the operator window height.



Above example of King pin lock

Example of air brake lock shown below:



Lift Truck Balance, Stability & Capacity

WARNING IMPROPER OPERATION OR MAINTENANCE
COULD RESULT IN INJURY OR DEATH.

MODEL _____ **SERIAL No.** 3FM 000000

TYPE LPS **TRUCK WT.** 8,680 lbs

CAPACITY OF STANDARD TRUCK WITH SIMPLEX MAST AND FORKS: 5,000 lbs AT 24 IN. LOAD CENTER WITH
MAXIMUM HEIGHT OF 130 IN. RATED CAPACITY WITH
OPTIONAL MAST AND/OR ATTACHMENT LISTED BELOW.

MAST : VERTICAL		A	B	FORKS ONLY	ATTACH
		in.	in.	lbs.	lbs.
24in.		156	24		4,500

ATCH/MODEL _____ **Sideshifter**

MEETS DESIGN SPECS ANSI B56.1

Forklift stability and capacity chart located on lift truck shown above.

Example of Driver Risk Acknowledgement Form:



Form Title: Driver Risk Assessment and Acknowledgement







Form Number: CAEHS-FM-03-0111

Name: _____ **Company:** _____

Finning Facility: _____ **Date:** _____

The following risk assessment and procedures were provided to me by:

Name Printed

Hazard assessment completed and reviewed by all involved parties	<input type="checkbox"/> Yes <input type="checkbox"/> No
Driver Requirements if being loaded and unloaded with a forklift:	Complete
Engine turned off	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parking brake applied	<input type="checkbox"/> Yes <input type="checkbox"/> No
Driver removes keys from ignition and confirms that they've done so to Finning employee	<input type="checkbox"/> Yes <input type="checkbox"/> No
Truck driver has full PPE on before they exit the truck.	<input type="checkbox"/> Yes <input type="checkbox"/> No
     	
Wheel chocks put in place by driver	<input type="checkbox"/> Yes <input type="checkbox"/> No
Wait in designated safe area	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do not approach the forklift operator unless requested to do so	<input type="checkbox"/> Yes <input type="checkbox"/> No
If acting as a spotter for the forklift operator, you must have a communication plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
FPE Driver Operating a Forklift:	Complete
Driver/operator performs a pre-trip inspection	<input type="checkbox"/> Yes <input type="checkbox"/> No
Driver/operator must possess valid forklift credentials	<input type="checkbox"/> Yes <input type="checkbox"/> No
Working Alone Policy/process in place	<input type="checkbox"/> Yes <input type="checkbox"/> No
Report any incidents to dispatch. Dispatch to communicate to Finning ASAP. Property damage, first aid, spills, etc.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Rules to Follow:	Initial
Do not walk under overhead doors	
Proper PPE must be worn to enter the facility	
Smoking only allowed in designated areas	
Fit for Duty	
Additional Risks Identified:	

8.0 REVISION HISTORY

Revision Date	Number	Revised By	Summary of Changes
28-Mar-2023	.03	Keane Johnson / Doug Wickham	<i>Revised document adding additional safety measures to Section 5.0, Activity 1, 2, 3, and 4. Updates highlighted in yellow. Reviewed by EHS Management and Transport.</i>
11-Jan-2021	.02	Warren Babiak, Roxanne Clark	<i>Updated wording to Section 2.0 and 6.0 to reflect requirements of all employees and eliminate perception of procedure being warehouse related only.</i>
28-July-2020	.01	Gert Erasmus, Roxanne Clark	<i>Final approval completed.</i>
28-July-2020	.01	Roxanne Clark, EHS Managers	<i>Final review of procedure.</i>
20-July-2020	.01	Brad Cheeseman	<i>Development of new procedure.</i>

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